

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
FEBRUARY 17, 1999**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, February 17, 1999, at 10 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Ms. Margaret M. Prevost of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss mobile laboratory issues through a question and answer session with invited guest Mr. Richard Spinner of the State of California.*

INTRODUCTION

Ms. Prevost began the meeting with introductions of everyone present on the conference call. The floor was opened for questions and discussions pertaining to the mobile laboratory issues facing the committee.

AGENDA ITEM

Section 4.1.2

Ms. Prevost began the discussion by reading the wording received from Dr. Bart Simmons of the Field Measurements Committee on the classification of those laboratories that should be required to be accredited. "The body that carries out testing at or from a permanent, temporary, or mobile facility, distinction is not important." The committee members agreed that the Field Measurements Committee stance lacked the aspect of how a field measurement differed from mobile laboratory on-site sampling and analysis. Ms. Prevost responded that she would address this with Dr. Simmons and ask him to clarify and differentiate between the two. The committee members agree that "entities" and "systems" are the target for accreditation, and that accreditation of "individuals" and "methods" is outside their scope. There was agreement among the committee members that adherence to an adequate Quality System within an entity would provide assurance that personnel and performance based measurement systems were matched to the fields of testing in question. Mobile laboratories would also be able to prove to accrediting authorities that they were following their quality system by documentation of measurement quality objectives and data quality objectives as well as daily procedures and environmental and laboratory conditions.

Ms. Prevost called for assistance on gathering input to NELAC from individuals or groups involved in field testing and the issues of Quality Systems audits. The committee agreed that currently the membership of NELAC may be biased towards laboratory aspects, and that the committee could benefit from the experience of field testing professionals. Introduction of these representatives to NELAC and the structure involved therein would benefit both sides. The field testing professionals would have a part in developing policies and fee structures that would affect them later.

There was discussion of the preregistration of mobile laboratories and “shells” with the accrediting authority as a requirement in accreditation of a fixed base laboratory so that up-front disclosure of intent and capabilities was documented. The committee agreed that this system would provide a more stable basis for accreditation that would be less likely to suffer from legal loopholes. A consensus was reached by the committee on the issue of pre-registration of mobile laboratories and “shells” as part of the accreditation of fixed base laboratories.

The issue of changing the 90 day limit for mobile laboratories to be on a single job site without requiring individual accreditation was also discussed. Several suggestions of lowering this time limit were offered and a consensus was reached that the time limit should be lowered. No agreement was reached on the actual time limit.

Ms. Prevost announced the next meeting by teleconference would be held on February 23, 1999 and then closed the meeting, thanking everyone for their participation.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
FEBRUARY 4, 1999**

Item No.	Action	Date to be Completed
1.	Committee will define “mobile laboratory”.	4/1/99
2.	Committee will confer with Dr. Barton Simmons of the Field Measurements Committee regarding the distinction between field measurements and mobile laboratory operations.	6/1/99
3.	Committee will review the “90 consecutive calendar days” clause and proposed changes to that wording in section 4.1.2.	4/1/99

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ACCREDITATION PROCESS COMMITTEE MEETING
FEBRUARY 4, 1999

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